

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	NE-26-06
		<b>募集締切日：</b> Closing Date	6 Dec 05
		<b>発行日：</b> Date of Issue	23 Nov 05
<b>1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LAD <u>3</u>)</b> <b>Retail Store Manager #236</b> <b>小売店マネージャー</b> 受諾可能な下位等級 Acceptable Trainee Level: 1-5 <input checked="" type="checkbox"/> 事務系 (Administrative) <input type="checkbox"/> 技能系 (Blue Collar Trade)		<b>募集人数</b> No. of Recruitment  <div style="font-size: 2em; text-align: center;">1 名</div>	<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant <b>5.雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> Permanent 常用
<b>2.部隊 Activity</b> Navy Exchange, Yokosuka New Sanno Hotel Exchange Store <b>勤務場所 Working Place 東京都港区 Minato-ku, Tokyo</b>			
<b>3.勤務時間 Work Schedule (週 40 時間制 hrww)</b> 勤務日 Work Days 5 days / week 勤務時間 Work Hours 0930 – 1830 or 1030 - 1930 休憩 Recess Period 60 minutes / day <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties:</b> Directing and coordinating the activities of one or more retail store(s) and/or outlet(s) including such functions as merchandise, control accountability, storage, employee utilization, training and the preparation and execution of budgets. Performs other related or incidental duties as assigned.			
<b>7.資格要件 / 身体条件 Qualification / Physical Requirements</b> a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related field OR Master Degree in a related field. b. Knowledge of customer service concepts and practices. c. Skill in operating personal computer such as Lotus 1-2-3, Microsoft Word and Excel. d. Ability to communicate effectively and courteously with all level of personnel. e. Ability to supervise/train subordinate employees. f. Ability to direct/coordinate the activities for merchandise, control accountability and storage. g. Ability to prepare/execute of budgets. h. Ability to speak, read and write English at advanced proficiency level (LAD-3). *A potentially qualified applicant may be accepted at 1-5 level: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related field OR completion of 4-years college/university in a related field. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional 学歴 Educational Background : N/A <span style="margin-left: 50px;">免許証 / 修了証 License/Certificate Required : N/A</span>			

<b>8.提出するもの Application and Associated Documents</b>		<b>職務状況</b> Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY From) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> * の記入は *Complete in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cmx23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		Works on weekends and holidays. 休日出勤有り
<b>問い合わせ先 for Job Inquiries</b>	<b>提出先 Office to Submit</b>	<b>事務処理欄</b> For Official Use
担当部署 / 担当者名 Office Navy Exchange, Yokosuka Personnel Office ネイビーエクスチェンジ 横須賀 人事課 ☎直通 046-822-7526 / 046-816-5149 (職務内容に関する問い合わせ)	〒238-0001 神奈川県横須賀市泊町 1 番地 Box 22 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地 統合人事部 雇用課 COMNAVFJORJAPAN Human Resources Office, Yokosuka MLC/IHA Employment Office (Code N132) ☎046-816-8152 (提出・通知に関する問い合わせ)	PD No.: NEX-NSHES-010 PD is accurate and current. Certified by Activity: at HRO ah ms 11/22

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.  
 提出された応募書類はお返ししません。Submitted applications will not be returned.